

PERMIT APPLICATION CHECKLIST

Initial permit application package shall contain the following, and depending on the nature of the permit request, additional information may be necessary:

- Fully completed and signed flood control permit application form.
- Six (6) sets of plans, signed by a registered civil engineer.
- A filing fee in accordance with the latest fee schedule. Cities, state, public agencies and non-profit organizations/agencies are exempt from filing fee.
- Applications that involve storm drain connections or channel improvements shall be accompanied by three (3) sets of hydrology and hydraulic calculations.
- **Note:** Prior to permit issuance, a certificate of insurance will be required from the permittee and/or contractor.

All submitted plans shall contain the following:

1. **Title Block** Description / type of work and location of the project.
2. **Vicinity Map** Show the approximate location of the proposed project in relation to major streets and flood control channels.
3. **North Arrow** Indicate the direction of true North relative to the project site.
4. **Scale** Horizontal and vertical scales must be used on each sheet submitted for review. Use a scale that most accurately reflects the scope of the work that is being proposed.
5. **Benchmark** The control elevation for the project should be shown on the plans.
6. **Notes** General and construction notes must be shown on each plan sheet where applicable. Notes shall be clear, concise, legible and related to the proposed project.
7. **USA** Underground Service Alert note must be on the plans.
8. **Legend** Description of all symbols used on the plans.
9. **Contact Personnel** A list of all parties involved in the proposed project. Name, address and telephone numbers of the relevant parties associated with the proposed project. (24 hour emergency contact personnel).
10. **Revision Block** Revision block must be placed on all plan sheets.
11. **Stationing** All stationing of the proposed project as it relates to the District's facility. If the project affects a U. S. Army Corps of Engineers' facility, plans shall show the U. S. Army Corps of Engineers' stationing.
12. **Right-of-way** The District's right-of-way shall be clearly shown and labeled on each sheet of the plans with dimensions. Show typical section.

13. **Profile** Show grade, slope, length, type and size of the proposed facility and the existing and proposed finished grade.
14. **HGL** Hydraulic Grade Line must be plotted on all plans.
15. **Utilities** Plans must show all proposed and existing utilities within the District's right-of-way that will be affected by the proposed project.
16. **Streets** All street names must be labeled on the plans.
17. **Typical Cross Section** Shall show all existing and proposed improvements as they relate to the District's right-of-way.
18. **Facility** All District facilities must be properly labeled on the plans.
19. **Invert** The invert elevation of all District facilities and the proposed inlet or any other structure shall be shown on the plans.
20. **Removal** The removal or break out limits of an existing facility must be shown and have dimensions on the plans.
21. **Pipe** All pipe placed within the District's right-of-way shall be reinforced concrete pipe (RCP). The size, type and loading must be labeled on the plans. The District's minimum requirement is 24-inch RCP with 1350 D-load.
22. **Angle of Entry** The inlet angle to any facility shall be shown on the plans. The following angles of confluence are recommended.

<u>Super Critical Flows</u>		<u>Sub-Critical Flows</u>	
Up to 21"	90° max	Up to 36"	90° max
24" – 33"	60° max	36" – 57"	45° max
36" – 57"	45° max	60" and over	30° max
60" and over	30° max		
23. **Manhole** The manhole depth, station and rim/invert elevation must be shown on the plans. The District's minimum manhole cover is 36-inches.
24. **Match Line** When multiple sheets are used for a submittal, each sheet shall have a match line to indicate how each sheet relates to one another.
25. **Concrete** The concrete mix design, specification and the required compressive strength must be shown on the plans. All concrete used in the District's right-of-way must meet the District's minimum requirements or the required concrete design mix. All concrete shall conform to Section 201-1 of the Standard Specifications For Public Works Construction, latest edition, except as follows:
 - All structural concrete shall be 4000 psi with "A" gradation in all inverts and 4000 psi with "B" gradation for all walls.
 - Concrete for rock inlet and outlet structures, bottom controls, splash pad and other proposed structures shall be 560-B or C-3250.
 - Concrete mix designs shall be submitted to the District for review and approval at least 72 hours prior to concrete placement within District right-of-way.
26. **Standards** All non-SBCFCD standards shall be placed on the plans and are subject to District review and revision.
27. **Resubmittals** All resubmitted plans shall include a **cover letter that addresses the District's previous review comments** and shall be accompanied by four sets of revised plans per this checklist. ***Resubmittals without a cover letter addressing the District's previous comments will be returned without review.***